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# The LLNL WSS Closure Process

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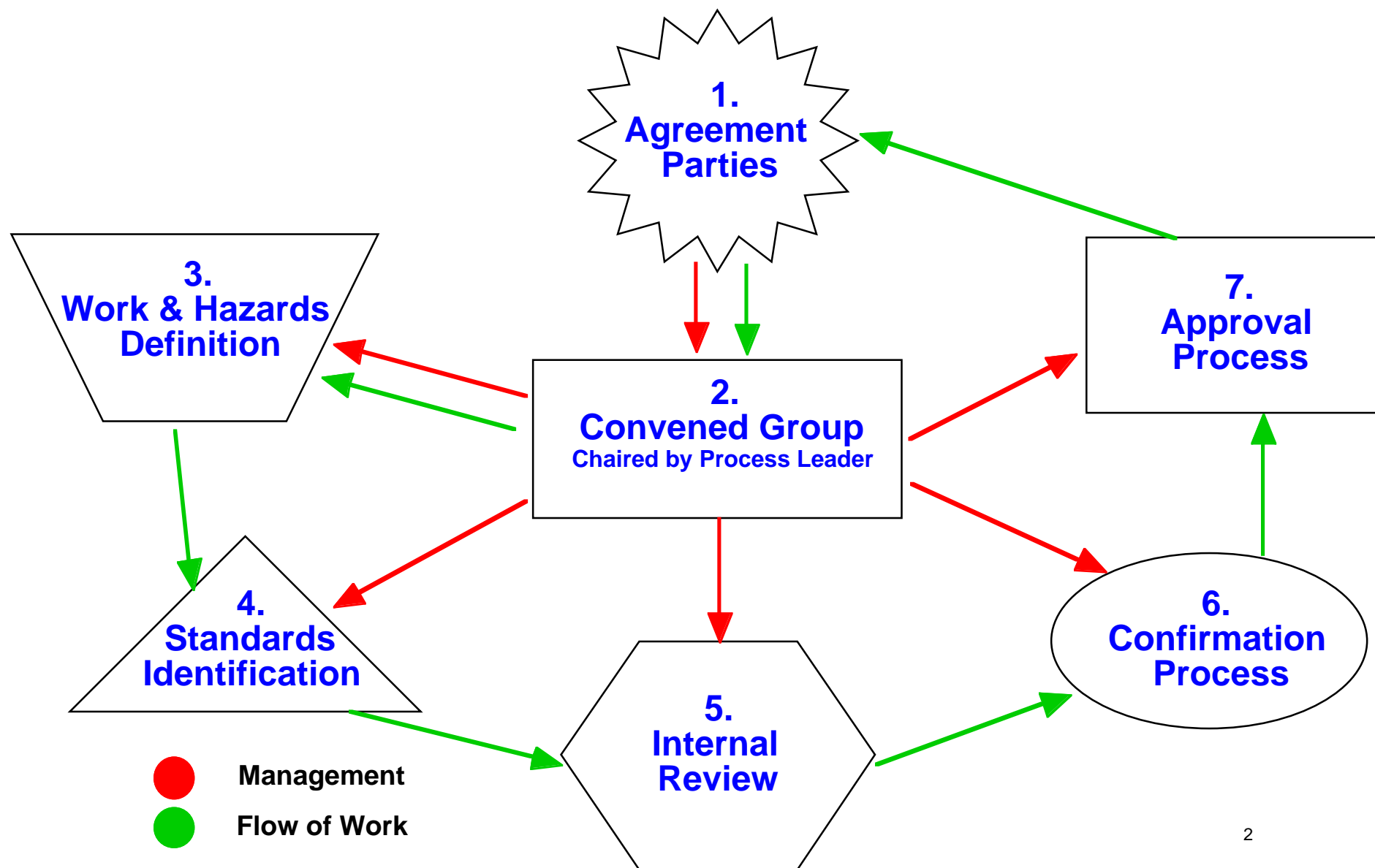


Work Smart  
Closure Process

## Training



# The LLNL Process - work flow and management





# 1. Agreement Parties

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## A. Composition

- DOE/OAK
- LLNL
- UC
- Includes Resource Authorities

## B. Role & Responsibilities

- Initiate Process
- Establish Convened Group
- Define & communicate expectations
- Continued engagement throughout Process



## **2. Convened Group**

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### **A. Composition**

- **Names & Titles of members**

### **B. Role & Responsibilities**

- **Define, establish and manage**
  - **Work & Hazard Team and Process**
  - **Standards Identification Team and Process**
  - **Confirmation Team & Process**
- **Resolve issues**
- **Review site-wide Work & Hazard couplets**



## **The LLNL Work Smart Process Convened Group**

<b>Ray Corey</b>	<b>DOE/OAK, LLNL Site Manager</b>
<b>Phil Hill</b>	<b>DOE/OAK, Director, Waste Management Division</b>
<b>Mike Hooper</b>	<b>DOE/OAK, Associate Manager for National Security</b>
<b>Dick Nolan</b>	<b>DOE/OAK, LBNL Site Manager</b>
<b>Howard Hatayama</b>	<b>UC, Director of ES&amp;H, Laboratory Administration Office, Office of the President</b>
<b>Rex Beach</b>	<b>LLNL, Deputy Associate Director, Chemistry and Material Sciences</b>
<b>Arnie Clobes</b>	<b>LLNL, ICF/ NIF Operations, Laser Engineering Division</b>
<b>Milt Grissom</b>	<b>LLNL, Site 300 Manager</b>
<b>James O. Jackson</b>	<b>LLNL, Deputy Department Head, Hazards Control Department</b>
<b>Susi Jackson</b>	<b>LLNL, Division Leader, Operations &amp; Regulatory Affairs Division, Environmental Protection Department</b>
<b>Jack Sims</b>	<b>LLNL, Environmental Protection Department</b>



### **3. Work & Hazard Definition Process**

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**A. Players - responsibility belongs to the programs with support from the ES&H experts**

- **Facility Teams (one per facility)**
  - **DOE Facility Representation**
  - **Management**
  - **Workers**
    - **Program**
    - **Plant Engineering**
- **Core Team**
  - **DOE Facility Representation**
  - **LLNL Facility Manager**
  - **DOE & LLNL ES&H Experts**



### **3. Work & Hazard Definition Process continued....**

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#### **B. Roles & Responsibilities**

- **Facility Teams**
  - Define work in the facility
  - Define associated hazards
- **Provide work and hazards couplets to Core Team**
- **Core Team**
  - Work and hazards facility level coordination
  - Role-up couplets to site-wide level
  - Define Institutional work & hazards, e.g.,
    - Maintenance
    - Construction
    - Equipment Installation
    - Facility Modification
    - Guard Booths



### **3. Work & Hazard Definition Process continued....**

#### **C. Work & Hazards Processes**

- **Facility Team Process**
  - **Customized to each facility**
  - **Consensus process**
  - **Use existing documentation**
  - **Team review of work**
  - **Team identification of hazards**
  - **Submit work and hazards couplets to Core Team through WSS database**
  - **Facility review of Team's product**





### **3. Work & Hazard Definition Process continued....**

- **Core Team Processes**
  - **Institutional Work & Hazards definition**
    - **Facility Team Process applied at level of Institution (see above)**
  - **Work & Hazards level coordination**
    - **Train & assist Facility Teams**
    - **Determine consistency across LLNL of Work & Hazards Definitions**
    - **Q.A. function for the Process & submittals**
  - **Role-up of facility level Work & Hazards couplets to site wide level**



## 4. Standard Identification Process

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### A. Players (LLNL & DOE)

- Program Representatives
- Standards Experts
- Core Team Members

### B. Roles & Responsibilities

- Select appropriate outcome oriented standards based on the work & hazards



## **4. Standard Identification Process continued....**

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### **C. Process**

- Review site-wide Work & Hazards couplets
- Review Convened Group expectations
- Select appropriate Standards for each Work & Hazard couplet
- Determine that the use of the standards set is feasible
- Identify & discuss any Implementing Assumptions used to reach agreement
- Submit product through WSS Database
- Provide documentation of Process
  - Link of Work & Hazards couplet to Standard
  - Implementing assumptions of Standards
  - Justification of adequacy of the Standards selected



## 5. Internal Review of WSS Set - a quality check

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### A. Players

- Convened Group (CG)
- Work & Hazards Definition Facility and Core Team (WHDT) Members

### B. Review Criteria

### Reviewers

- Meeting Convened Group Expectations → CG
- Feasibility of Implementation → CG and WHDT
- Faithfulness to Process → CG



## 6. Confirmation Process

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### A. Players

- Subject matter experts on the work, the hazards & the standards
- Otherwise uninvolved in the process

### B. Roles & Responsibilities

- Confirm the adequacy & feasibility of the WSS Set for the work & its hazards

### C. Process

- Review WSS Set and supporting documentation
- Convened Group responds to inquiries
- On-site visit and information gathering
- Confirmation Team confirms Set's adequacy and feasibility
- Provide written recommendation



## 7. Approval

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### A. Players

- James Turner, DOE/OAK Operations Manager
- Bruce Tarter, Director, LLNL

### B. Roles & Responsibility

- Review WSS Set for adequacy
- Approve the Set